



**Building Inspection Department**  
 800 Cincinnati Pike Suite 4  
 Georgetown, KY 40324  
 Phone: (502) 863-9802 Fax: (502) 863-4169

**Permit Application Form**

Permit Number

☐ City ☐ County

## Residential Building Application

<b>Construction Location</b>				<b>House Style</b>			
<b>Subdivision Name</b>				<b>Lot #</b>		<b>Lot Size</b>	
<b>Owner</b>				<b>Contact Name</b>			
<b>Address</b>				<b>Contact Numbers</b>			
<b>Contractor</b>				<b>Contact Name</b>			
<b>Address</b>				<b>Contact Numbers</b>			
<b>Applicant is</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Both							
<b>Type of Work</b>				<b>Type of Structure</b>			
<input type="checkbox"/> New Building <input type="checkbox"/> Other				<input type="checkbox"/> Single Family <input type="checkbox"/> Deck			
<input type="checkbox"/> Renovate Existing Bldg.         BASEMENT:				<input type="checkbox"/> Duplex <input type="checkbox"/> Garage			
<input type="checkbox"/> Addition <input type="checkbox"/> Partial <input type="checkbox"/> Finished				<input type="checkbox"/> Townhouse <input type="checkbox"/> Storage Building			
<input type="checkbox"/> Repair <input type="checkbox"/> Unfinished				<input type="checkbox"/> Other <input type="checkbox"/> Barn			
<b>Description</b>							
<b>Building:</b>	<b>L</b>	<b>W</b>	<b>H</b>	<b># Stories</b>	<b># Bedrooms</b>		
<b>Deck:</b>	<b>L</b>	<b>W</b>	<b>H</b>	<b># Baths</b>	<b># 1/2 Baths</b>		
<b>Garage:</b>	<input type="checkbox"/> 1 Car <input type="checkbox"/> 2 Car <input type="checkbox"/> 3 Car			<b>Total # of Rooms:</b>			
<b>Fireplace</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Exterior Type:</b>			
<b>Foundation</b>		<b>Square Footage</b>		<b>Fees</b>			
<b>Type</b>	<b>Material</b>						
<input type="checkbox"/> Basement <input type="checkbox"/> Crawl <input type="checkbox"/> Slab	<input type="checkbox"/> Concrete <input type="checkbox"/> Block <input type="checkbox"/> ICF	<b>1<sup>st</sup> Floor</b>	Sq.Ft.	<b>Deck</b>	x \$40.00	\$	
		<b>2<sup>nd</sup> Floor</b>	Sq.Ft.	<b>Herbie Curbie</b>	x \$60.00	\$	
		<b>Basement</b>	Sq.Ft.	<b>Fast Track</b> <input type="checkbox"/>	x 100.00	\$	
		<b>Garage</b>	Sq.Ft.	<b>Sq.Ft. Total</b>	x \$0.12	\$	
		<b>Total</b>	Sq.Ft.	<b>Cost Fee</b>	\$		
		<b>Constr. Cost</b>	\$	<b>Total Fee</b>	\$		

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE ONLY

<b>Remarks</b>			
<b>Receipt #</b>	<b>Date Received</b>	/ /	<b>Received By</b>



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## RESIDENTIAL PLAN REVIEW CHECK LIST

### Construction Plan Requirements If Applicable

- ☐ Minimum of two (2) sets of plans, drawn to scale must be submitted. Upon issuance of the permit one stamped set of plans will be returned.
- ☐ A site plan or survey drawn to scale on paper no less than 8.5" by 11" must be submitted that includes the following;
  - ☐ Engineer Site Plan
    - ☐ Exception – 5 acre or greater lots may be hand drawn.
    - ☐ Exception – waiver from building official.
- ☐ Elevation plans showing front, sides, and rear of structure - must reflect structure height.
- ☐ Footing size, depth, and location of rebar if required (include all grade beams and piers).
- ☐ Foundation wall thickness and location of rebar if required.
- ☐ Wall framing details, stud size, spacing & covering.
- ☐ Floor plans showing each floor of the building including all interior and exterior walls, door and window locations and dimensions. Show location of required Emergency escape windows.
- ☐ Stair details, tread & riser dimensions, handrail & guardrail details (stairs require minimum 6' 8" headroom).
- ☐ Floor Joist size, span and spacing.
- ☐ Girder beam / header size and spacing.
- ☐ Roof framing details, rafter size and spacing, ridge beam size, ventilation & covering.
- ☐ Vaulted ceiling detail (if applicable).
- ☐ Location and size of all decks, porches, retaining walls, etc.
- ☐ Smoke detector locations.
- ☐ All trusses must have manufacturer's information (load calculations, bracing requirements, etc) submitted as part of building plans.
- ☐ Dwelling unit separation details (duplex & townhouses).
- ☐ Energy Efficiency compliance, insulation details, KY prescriptive method package or ResCheck.
- ☐ Soil Erosion Control – Required in City
- ☐ Proof of Workers Comp Insurance and Unemployment Insurance.

### Approval Requirements

In some instances approvals other than from B.I. are required. These approvals must be obtained prior to issuance of a building permit.

- ☐ **Health Department:** Property that uses a septic tank system must obtain prior approval from the Health Department. (A copy of the site evaluation must be included with the application.)
- ☐ **Occupational/Property Tax:** As enacted by City of Georgetown Ordinance no. 05-15, All persons or entities doing business in the City of Georgetown may be denied the issuance of a permit if the persons/entities have delinquent occupational, net profits, or property tax owed to the City of Georgetown.

To Obtain a copy of this ordinance and to pay City  
Property Tax call or visit the City Clerks Office.

City Clerks Office

Phone: (502) 863-9804

To pay Occupational/Net Profits Tax please call or visit  
Georgetown/Scott County Revenue Commission.

GSC Revenue Commission

Phone: (502) 863-9805



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100 Court Street  
Georgetown, KY 40324

Fax: (502) 863-9962

230 East Main Street  
Georgetown, KY 40324

Fax: (502) 863-9808

## **!!!REMEMBER TO CALL FOR INSPECTIONS!!!**

**PERMIT HOLDER IS RESPONSIBLE FOR REQUESTING INSPECTIONS**

- **DO NOT** pour any concrete until a footing inspection has been made and approved.
- **DO NOT** pour any formed foundation until a wall inspection has been made and approved.
- **DO NOT** pour any concrete floor until a slab inspection has been made and approved.
- **DO NOT** start building on a block foundation until a block foundation inspection has been made and approved.
- **DO NOT** insulate or drywall until an electrical rough-in, plumbing rough-in, & framing inspection has been made and approved.
- **DO NOT** occupy any part of the structure until a Certificate of Occupancy has been issued by the Building Inspection Department.

**FAILURE TO NOTE ANY CODE DEFICIENCIES AT THE TIME OF  
PLAN REVIEW AND/OR DURING FIELD INSPECTIONS DOES NOT  
RELIEVE THE PERSON RESPONSIBLE FOR CONSTRUCTION FROM  
COMPLYING WITH ALL APPLICABLE CODES.**

**ANY PROPOSED CHANGES IN CONSTRUCTION SHALL BE  
REVIEWED AND APPROVED PRIOR TO CONSTRUCTION.**



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**AFFIDAVIT OF ASSURANCES\***  
**PURSUANT TO KRS 198B.060 (10)**

Comes the Applicant; \_\_\_\_\_, and states, pursuant to KRS 198B.060 (10), that all contractors and subcontractors employed or that will be employed on any activity under the above referenced project shall be in compliance with the Commonwealth of Kentucky requirements for Worker's Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341).

THIS the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Contractor, Owner or Owner's Agent

SUBSCRIBED AND SWORN to before me by \_\_\_\_\_

Applicant, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State At Large

My commission Expires: \_\_\_\_\_

\* ( ) The Affidavit of Assurances is not required if the local building code official was presented the assurances upon issuance of the local building permit.

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- ☐ Soil Erosion – I am aware of and will comply with City of Georgetown Ordinance # 02-002 Soil Sediment/Erosion & Refuse Control Requirements.
- ☐ Energy Sticker –An Energy Conservation Certificate sticker will be attached to the electrical panel box with required information before the final building inspection.
- ☐ Inspections – I am aware of the required inspections and the applicant's responsibility to schedule those inspections.

\_\_\_\_\_  
Signature of Applicant